

Schools Governance and Operations Division-Planning and Research Section

1. Request for Basic Education Data (External and Internal Stakeholders)

Includes official certifications on enrolment, district data on Master list of schools, school heads and contact numbers, inventory of teachers, and performance indicators. Data requests from school districts, and public and private schools must be officially communicated through proper channels indicating the purpose of such requests. .

Office or Division:	Planning and Research			
Classification:	Simple			
Type of Transaction:	G2C-Governance to Citizen			
Who may avail:	External and Internal Stakeholder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Requests address to SDS (1 Original Copy, 1 Photocopy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter request address to SDS, attention to the Planning Officer through the division's official email	1.1 Receive and acknowledge the letter request from the client through walk-in/email	None	10 minutes	Records Unit Personnel/ITO
	1.2 Forward the letter of request to the SDS	None	5 minutes	Records Unit/ITO
	1.3 Read and review the request letter in consideration of the DPA/FOI	None	4 hours	SDS
	1.4 Receive the endorsed letter request from SDS and refer it to Planning Officer	None	5 minutes	Chief, SGOD
	1.5 Make the necessary action undertaken to	None	2 days	Clerk/Planning Officer

	the said letter request			
	1.6 Prepare the transmittal letter and attachments to be signed by SDS and then forward to the Records Section	None	15 minutes	Planning Officer
2. Receive the necessary documents	2.1 Release the documents to the client	None	1 day	
TOTAL		None	2 days, 4 hours, 37 minutes	

2. Request for Data for EBEIS/LIS/NAT and Performance Indicator

This process is to retrieve data from the system and release for field usage such as in SELG..

Office or Division:	Planning and Research			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Internal Stakeholder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Requests address to SDS (1 Original Copy, 1 Photocopy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter request address to SDS, attention to the Planning Officer through the division's official email	1.1 Receive and acknowledge the letter request from the client through walk-in/email	None	10 minutes	Records Unit Personnel/ITO
	1,2 Forward the letter of request to the SDS	None	5 minutes	Records Unit/ITO
	1.3 Read and review the request letter in consideration of the DPA/FOI	None	4 hours	SDS
	1.4 Receive the endorsed letter request from SDS and refer it to Planning Officer	None	5 minutes	Chief, SGOD
	1.5 Make the necessary action undertaken to the said letter request	None	2 days	Clerk/Planning Officer
	1.6 Prepare the transmittal letter and attachments to be signed by SDS and then forward to the	None	15 minutes	Planning Officer

	Records Section			
2. Receive the necessary documents	2.1 Release the documents to the client	None	1 day	
TOTAL		None	2 days, 4 hours, 37 minutes	